



TO: Area Career & Technical Education Directors

FROM: Matt Fleck, Director, Division of College and Career Preparation

DATE: March 18, 2011

RE: FY 12 Perkins Tech Prep Grant Applications

The Indiana Department of Education (IDOE) is pleased to announce the availability of federal Tech Prep funds for the 2011-12 school year (contingent on federal funding).

This spring, each Indiana area Career and Technical Education (CTE) secondary district may apply for funds in three categories detailed in the attached application.

Area CTE districts must create a Pathway Consortium including voting members from each participating public high school in the secondary CTE district, the district CTE director and any regionally accredited public institutions of higher education offering dual credits in CTE-related courses in the district, to determine what activities and programs will be funded in accordance with the requirements outlined in the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV).

Specifically, the IDOE is looking for proposals from consortiums that:

1. Support the implementation of state-approved Indiana College and Career Pathways leading to dual credits, a technical certificate or credential, or an apprenticeship program,
2. Positively and significantly impact the federal Student Performance Indicators (both Basic Grant and Tech Prep Grant Indicators), and
3. Fuel the academic achievement and career preparation of Indiana students.

The attached application detailed information on how to apply for these funds.

For questions or additional information, contact Mark Cosand at mcosand@doe.in.gov or 317.232.9178

Indiana Pathway/Tech Prep Grants
for Fiscal Year 2012
REQUEST FOR PROPOSALS

Indiana Pathways/Tech Prep Grants for Fiscal Year 2012

REQUEST FOR PROPOSALS

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Executive Summary

The Indiana Department of Education and Indiana Department of Workforce Development are pleased to announce the availability of Pathways/Tech Prep funding for fiscal year 2012 (school year 2011-12) contingent on availability of federal funding.

What's New in FY12

Several changes have been made to Tech Prep grants for the 2011-12 school year including:

- The term "Tech Prep" has been broadened to "Pathways/Tech Prep" to reflect the emphasis on Indiana's College and Career Pathways;
- Pathways/Tech Prep allocations will be non-competitive and formula-based using FY11 CTE student course enrollment numbers by secondary CTE district;
- Though non-competitive, Pathways/Tech Prep grant proposals will be reviewed and approved by the Pathways Management Team;
- Funding will be allocated to district-wide Pathway Consortia organized around each Indiana secondary CTE district with representation from all secondary schools in the district, the area CTE director, and the postsecondary institutions offering CTE dual credits in district schools;
- Secondary CTE districts will be held accountable to the secondary Pathways/Tech Prep Student Performance Indicators and postsecondary institutions will be accountable to the postsecondary Pathways/Tech Prep Student Performance Indicators,
- Funding, contingent on availability, will be distributed according to the following three categories. Note that Category I and II funds must be expended by September 15, 2011 but Category III funding may be used over the entire fiscal year.
 - Category I - Funding for existing Project Lead the Way (PLTW) Pre-Engineering and Biomedical Science programs that:
 - Have been in place for two, three or four years in FY12. Funding for new PLTW programs and for PLTW programs older than four years may be requested out of Category II or III funds;
 - For PLTW pre-engineering programs only - are PLTW certified or, by May 1st, are on Purdue Kokomo's list of school's scheduled to be certified or recertified, or are entering their second year of offering PLTW in FY12, and
 - Can be expended by September 15, 2011.
 - Category II – Funding for new or continuation Pathways/Tech Prep activities or

- programs in the secondary CTE district that:
 - Help students meet the secondary Pathways/Tech Prep Student Performance Indicators (see Appendix B);
 - Fall within the approved list of activities/programs on pages 5-6; and
 - Can be expended by September 15, 2011
- Category III – Funding for new or continuation Pathways/Tech Prep activities or programs in the secondary CTE district that:
 - Help students meet the secondary Pathways/Tech Prep Student Performance Indicators (see Appendix B);
 - Fall within the approved list of activities/programs on pages 5-6; and
 - Can be expended or obligated by June 30, 2012.

Pathway Consortia

Membership Requirements

Each Indiana secondary CTE district will form a Pathway Consortium to submit one Pathway/Tech Prep grant application prepared and approved by the district-wide Consortium. The consortium may be developed utilizing existing groups or teams (e.g. District Operating Board) or the creation of a new consortium, but membership must include at least one representative from each of the following:

- 1) Every participating public high school in the secondary CTE District;
- 2) Every regionally accredited public institution of higher education in the secondary CTE district offering dual credits toward a two-or four-year degree, apprenticeships, or technical certificates, credentials and/or licensure in CTE-related courses and programs to secondary schools in the district;
- 3) The district CTE career center or coop.

Additional consortium members (non-voting) may include, but are not limited to, representatives from:

- Business/industry/labor organizations in the district or from advisory committees,
- WorkOne or regional workforce board members;
- Intermediate educational agency or education service center,
- Labor or employer organizations,
- Economic development organizations,
- Youth and community-based organizations, and
- Parents, students, and counselors

Complete the consortium member contact information and signatures required on pages 10-11.

Governance Structure

A governing structure must be created for the district-wide Pathway Consortium to ensure equal representation by all secondary schools and career centers/coops in the district as well as by institutions of higher education offering programs in CTE related courses and programs that choose to receive funding. Selection of consortium chair or president is encouraged. The consortium decides the percentage of funds to be allocated for secondary and postsecondary activities and programs.

Decisions are to be based on majority vote or consensus of voting consortium members (from the three groups detailed above). Consortium members may be asked to verify that all voting members of

the consortium were included in programmatic and funding decisions.

Fiscal Agent

One fiscal agent must be chosen to represent the Pathway Consortium from a secondary school, postsecondary institution or CTE district. The fiscal agent will be responsible for maintaining all grant records for site visit reviews and audits.

Pathway/Tech Prep Long Term Plan

The Pathway Consortium must create a four- or six-year Consortium Plan to consolidate and update Pathway/Tech Prep secondary and postsecondary activities, programs, goals and outcomes for the district. See pages 9-11.

Pathway/Tech Prep Grant Details

Title II of the federal Perkins Act of 2006 (Perkins IV) requires that all Tech Prep proposals:

- Be submitted by a consortium,
- Comply with the eight required uses listed in Appendix A, and
- Lead to improvement in the Basic and Tech Prep Grant Student Performance Indicators.

Grant Applications

The completed Pathway/Tech Prep Grant application must include a Cover Sheet (page 8), Consortium Plan, Consortium Membership and Agreement (pages 10-11), Summary of 2010-11 Tech Prep Activities and Programs (pages 13-16), and any and all Category I, II and III applications and budget summaries.

Grant Periods and Timelines

Category I and II - Grant period begins on June 15, 2011, or upon completion of the state signature process, and ends on September 30, 2011.

March 16, 2011	Availability of funding announced
<u>May 6, 2011</u>	<u>Categories I & II grant applications due to IDOE</u>
May 23, 2011	Categories I & II Award Notifications
June 15, 2011	Grant Start Date (contingent on state signature process)
September 15, 2011	Last day to submit reimbursement form for these funds
September 30, 2011	Grant End Date
November 30, 2011	Fiscal Close-Out Packet due

Category III – Grant period is July 1, 2011 to June 30, 2012.

<u>May 6, 2011</u>	<u>Category III grant applications due to IDOE</u>
May 23, 2011	Award Notifications
July 1, 2011	Grant Start Date (contingent of state signature process)
June 30, 2012	Grant End Date and Fiscal Close-Out Packet due

Award Amounts

Grant award amounts are listed by category:

Category I - Award amount based on continuation of existing PLTW programs in district:

- Continuing PLTW Pre-Engineering Programs \$15,000/per school
- Continuing PLTW Biomedical Science Programs \$15,000/per school in year 3
\$10,000/per school in year 4

Category II - Award amount based on Category II district allocation found in Appendix C.

Category III - Award amounts based on Category III district allocation found in Appendix C.

Grant Proposal Format

All grant proposals must be submitted using the appropriate form referenced in this document on standard 8.5 x 11 paper with 11 point type, 1.0 spacing, a minimum of 1 inch margins and printed on one side only.

Budget Form and Summary

Each Pathway/Tech Prep grant proposal must include the appropriate budget form(s) to detail and summarize how funds will be used. Budget forms are included with each category of grants to indicate total cost of goods and services to be acquired by the project.

Grant Proposal Submission

An e-file with electronic signatures or scanned and signed documents should be e-mailed to Mark Cosand at mcosand@doe.in.gov by 4:30pm on May 6, 2011.

Grant Proposal Review

Grant proposals will undergo a technical review upon receipt. Incomplete applications will be returned to Pathway Consortium. Though grants are non-competitive, all Pathways/Tech Prep grant proposals will be reviewed by the College and Career Pathways Management Team. The team will approve grant proposals or, if needed, return the proposal to the Pathway Consortium for revisions.

When making decisions about awards, IDOE and Pathways Management Team reserve the right to take into consideration geographic distribution and demonstrated readiness and to fund or not fund consortia that were previously funded. Funding will be based on the quality and appropriateness of the information submitted. Recommendations are final.

Data Submission and Reporting

Applicants must commit to provide any additional data IDOE requires for success of the program. Funding reimbursements may be delayed or a repayment requested if reporting requirements are not met as indicated in the above-referenced timelines.

Reimbursement of Funds

Categories I and II – Use the DWD reimbursement form (see sample in Appendix E) for reimbursement of all Categories I and II funds. Please complete the form appropriately and completely. All reimbursements must be requested by September 15, 2011.

Category III – Use the IDOE reimbursement form (see sample in Appendix F) for reimbursement of all Category III funds. Please complete the form appropriately and completely. All reimbursements must be requested by June 15, 2012.

Reimbursement forms Categories I and II and for Category III funds will be available online at www.doe.in.gov/octe/admin_finance

Use of Funds

Each grant proposal must provide an estimated budget using the forms provided for each category of funding. Use of funds must be consistent with legislation outlined in the Perkins Act of 2006 and

must align with the allowable expenditures listed below.

Allowable Expenditures

Funds may be used in the following ways for secondary and postsecondary recipients. Costs must be broken down by cost per unit and include the final calculation of final costs.

Category I – Allowable expenditures are limited to continuation of existing PLTW Pre-Engineering or Biomedical Sciences programs in this CTE District that:

- For PLTW pre-engineering programs - are PLTW certified or, by May 1st, are on Purdue Kokomo's list of school's scheduled to be certified or recertified, or are entering their second year of offering PLTW in FY12, and
- Will be in their fourth year or less of offering PLTW in FY12,
- Offer an additional PLTW course each year of the grant program until at least four PLTW courses are available for students,
- Conduct the PLTW end-of-course assessment(s) for each course offered and submit data to the PLTW national data assessment group.

Categories II & III – Allowable expenditures include those for new or continuation Pathways/Tech Prep activities and/or programs in the area CTE District that help students meet the Pathways/Tech Prep Student Performance Indicators (see Appendix B) such as:

- Expenses related to implementation of new state-approved College and Career Pathways such as:
 - ◆ Curriculum development,
 - ◆ Upgrading of teacher or program credentials, licenses and certifications in order to offer dual credits or certificates/credentials specified in the Pathways,
 - ◆ Costs related to dual credit courses specified in the Pathways (such as course fees, books [that stay in the classroom and owned by school], assessments, etc)
 - ◆ Costs related to earning industry-based certifications and credentials (such as a portion of the certification or credential assessment cost, preparation materials and instruction, etc)
 - ◆ Curriculum materials including textbooks (only those owned by the school that stay in the classroom),
 - ◆ Equipment and supplies used for Pathways courses and programs
 - ◆ Other expenses if approved by Pathways Management Team.
- Curriculum development and expansion including new PLTW courses or programs,
- Alignment of dual credit courses, programs and agreements with postsecondary partners, and
- Improving student preparation for dual credit courses.

Other Allowable Expenditures

- Administration—not more than 5% of total amount requested;
- Salaries/benefits: e.g., stipends for professional development, common planning time for teachers and faculty. It is strongly recommended that not more than 50% of the budgeted amount is spent on this line item;
- Contract services—may include consultants, stipends, software lease, etc.;
- Materials and supplies—breakdown requested items by cost, number to be purchased and total;
- Equipment—breakdown requested items by cost, number to be purchased and total;

- Professional development—e.g., conference and registration fees;
- Travel—state travel guidelines must be followed when calculating mileage, lodging and meals:
 - Mileage is calculated at the rate of \$.40/mile;
 - Hotel rates: in-state is \$89; \$93 for Indianapolis, plus tax, maximum; out-of-state is best available rate;
 - Per diem: in-state is \$26/day (\$6.50 for breakfast and lunch each, \$13.00 for dinner); out-of-state is \$32/day (\$8.50 for breakfast and lunch each, \$16.00 for dinner).

Non-Allowable Expenditures

Non-allowable expenses include but are not limited to the following:

- Student expenses or direct assistance to students, e.g., pens, pencils, T-shirts, bags, tuition, fees, books (given to students to keep);
- Capital expenditures
- Furniture including desks, tables, cabinets
- Entertainment
- Awards and memorabilia
- Individual memberships, including memberships or anything relating to lobbying
- Fines and penalties
- General advertising, advertising/recruitment campaign, fundraising
- Car rental
- Consumable materials and supplies that are not integral to CTE instruction
- Expenses that supplant
- Contribution and donations
- General administration apart from program administration

2011-12 Pathway/Tech Prep Grant Application Cover Page

Cover Page Information

Consortium Name:			
CTE District Name & Number:			
Check all that apply:	<input type="checkbox"/> Category I Funds	<input type="checkbox"/> Category II Funds	<input type="checkbox"/> Category III Funds
Total Requested Amount:	\$		

Designated Grantee/Fiscal Agent

First and Last Name:			
Title:			
Organization/School Name:			
Address:			
City, State, Zip:			
Phone:		E-mail:	

Consortium/Grant Contact Person (if different)

First and Last Name:			
Title:			
Organization/School Name:			
Address:			
City, State, Zip:			
Phone:		E-mail:	

Four- or Six-Year Consortium Plan

Under the Perkins Act of 2006, each consortium that desires to receive a Tech Prep grant must submit a four- or six-year consortium plan. Only one consortium plan is required no matter how many applications are submitted. Use this format to develop a new Pathway/Tech Prep grant Consortium Plan. Limit plan to no more than 10 pages.

Introduction

A short paragraph to introduce the Pathway/Tech Prep Four- or Six-Year Consortium Plan

District Summary

A brief summary of the Area CTE District in terms of high wage and moderate to high demand occupations and emerging occupations in the district as well as secondary CTE programs.

Consortium Membership

Explain the composition of the Consortium membership and how the persons in the consortium represent the secondary, postsecondary, and business/industry partners in the area CTE district. Include the form on page 9 to identify consortium members.

Consortium Plan

Explain the Consortium's four- or six-year plan to implement Indiana College and Career Pathways, meet the requirements of the Pathway/Tech Prep Program, and improve student performance according to the Basic Grant and Tech Prep Grant Student Indicators.

The plan should include specific goals and activities for improving student participation and performance (especially on the Perkins performance indicators). Each plan should also address the following, indicating how the proposal will:

- Provide for the effective employment placement activities or the transfer of students to baccalaureate or advanced degree programs;
- Be developed in consultation with business, industry, institutions of higher education and labor organizations;
- Address effectively the issue of school drop-out prevention and re-entry, and the needs of special populations;
- Provide education and training in an area of skill, including an emerging technology, in which there is significant workforce;
- Demonstrate how students will meet high academic and employability competencies; and
- Demonstrate success in or provide assurances of coordination and integration with basic grant funds.

Pathway Consortium Members Agreement

One copy of this completed agreement form must accompany applications submitted by the district-level Pathway Consortium.

Consortium Name:	CTE District Name & Number:
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The undersigned members of this Pathway/Tech Prep Consortium attest that they developed and support the attached Pathway/Tech Prep Grant Application(s). Asterisk denotes required names and signatures.

Area CTE District Director* or Designee		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Postsecondary Institution Representative*		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Postsecondary Institution Representative* (if needed)		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Postsecondary Institution Representative* (if needed)		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Secondary School Administrator or Designee*		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Secondary School Administrator or Designee*		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Secondary School Administrator or Designee*		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Secondary School Administrator or Designee*		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Secondary School Administrator or Designee* (copy and add additional schools if needed)		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Business/Employer Representative		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

WorkOne or Regional Workforce Board Representative		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Other Representatives (copy and add additional names if needed)		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

Other Representatives (copy and add additional names if needed)		
Name:	Title/Company/School:	Phone:
Signature:	Date:	E-mail Address:

2010-11
Mid-Year Summary of
Current Pathways/Tech Prep
Programs and Activities

I. Summary of Current 2010-11 Tech Prep Activities & Programs

Use the form below to number and list the current (2010-11) secondary CTE activities and programs in the CTE district which are funded by Tech Prep grants. Add rows as needed.

#	Activity/Program Name	School/Career Center Name
P1		
P2		
P3		
P4		

II. Tech Prep Grant Compliance Summary for 2010-11

Complete this section to verify that current Pathways/Tech Prep programs and activities for 2010-11, administered by schools in your district, meet the required uses outlined in the Perkins Act (see Appendix A). Supporting documentation for these programs or activities must be organized and accessible by the area CTE district (please do not include in this report). Documentation may be requested during site visits. Additional questions ask you to describe effective and successful practices so that these ideas may be shared with other CTE districts in Indiana.

Required Uses

Consortium Agreement

1. The Pathways/Tech Prep program has been created by and will be carried out under an articulation agreement between all participants in the consortium. (Use pages 10-11 to provide names, contact information and signatures of all consortium members).

☐ Yes ☐ No

Pathways and Programs of Study

2. The Pathways/Tech Prep program includes programs of study and/or state-approved Indiana College and Career Pathways that:

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Combine a minimum of two years of secondary education with a minimum of two years of postsecondary education or an apprenticeship program in a non-duplicative, sequential course of study; |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Integrate academic and CTE instruction and utilize work-based and worksite learning experiences where possible; |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Provide technical preparation in a high wage, high skill and moderate to high demand career field, including STEM occupations; |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Build student competence in both technical skills and core academic subjects (including the development of student competence in Indiana's Academic Standards for English and Mathematics); |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Lead to technical skill proficiency, an industry-recognized credential, a certificate, or a college credits toward a degree in a specific career field; |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Lead to placement in a high-skill or high-wage employment or to further education; |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Utilize CTE programs of study and/or state-approved Indiana College and Career Pathways to the extent practicable. |

Secondary and Postsecondary Linkages

3. The Pathways/Tech Prep program includes programs of study and/or state-approved Indiana College and Career Pathways that:

- ☐ Yes ☐ No Meet the academic standards developed by the state;
- ☐ Yes ☐ No Link secondary and two-year postsecondary institutions, and if possible, four-year institutions of higher education, through dual credit agreements in a non-duplicative sequence of courses that allow students to earn dual credits;
- ☐ Yes ☐ No Use, if appropriate and available, work-based or worksite learning experiences in conjunction with business and all aspects of an industry; and
- ☐ Yes ☐ No Use educational technology and distance learning, including the IDOE's Learning Connection, as appropriate, to more fully involve all participants in the consortium more fully in the development and operation of programs.

Professional Development for Teachers, Faculty and Administration

4. The Pathways/Tech Prep program includes in-service professional development for teachers, faculty and administrators that:

- ☐ Yes ☐ No Supports effective implementation of Pathways/Tech Prep programs;
- ☐ Yes ☐ No Includes joint training with members of the consortium;
- ☐ Yes ☐ No Supports the needs, expectations and methods of business and all aspects of an industry;
- ☐ Yes ☐ No Supports the use of contextual and applied curricula, instruction and assessment;
- ☐ Yes ☐ No Supports the use of and application of technology; and
- ☐ Yes ☐ No Assists them in accessing and utilizing data and information

Professional Development for Counselors

5. The Pathways/Tech Prep program includes professional development programs for counselors to designed to enable counselors to more effectively:

- ☐ Yes ☐ No Provide information to students regarding Pathways/Tech Prep programs;
- ☐ Yes ☐ No Support student progress in completing Pathways/Tech Prep programs, which may include the use of graduation and career plans;
- ☐ Yes ☐ No Provide information on related employment opportunities;
- ☐ Yes ☐ No Ensure that students are placed in appropriate employment or further postsecondary education;
- ☐ Yes ☐ No Stay current with the needs, expectations, and methods of business and all aspects of the industry; and

- ☐ Yes ☐ No Provide comprehensive career guidance and academic counseling to participating students, including special populations.

Equal Access

6. The Pathways/Tech Prep program provides equal access to the full range of programs of study and/or Indiana College and Career Pathways to individuals who are members of special populations including development of services appropriate to the needs of special populations.

☐ Yes ☐ No

Preparatory Services

7. The Pathways/Tech Prep program provides for preparatory services that assist participants in Pathways/Tech Prep programs.

☐ Yes ☐ No

Coordination with Basic Grant

8. The Pathways/Tech Prep program coordinates with the district's Basic Grant activities.

☐ Yes ☐ No

List some (or all) Phase I or II College and Career Pathways being piloted in your district:

What are you doing to ensure your CTE teachers are appropriately licensed to teach dual credit courses?

Give an example of something you have done that has helped to improve your secondary/postsecondary linkages.

2011-12
Proposed Pathways/Tech Prep
Programs and Activities

III. Tech Prep Grant Programs & Activities Proposals for 2011-12

A one-time allocation of additional Pathway/Tech Prep funds is available for the period of June through September 2011. Because the funding for this additional allocation must be completed by the end of September, 2011, FY12 Pathway/Tech Prep funding requests must be separated into three sets, or categories, of applications including:

- **Category I – Continued Project Lead the Way Programs**
Continued funding for existing Project Lead the Way (PLTW) Pre-Engineering and Biomedical Science programs in the area CTE district. All funds must be expended by September 15, 2011.
- **Category II – New or Continuation Pathway/Tech Prep Programs and Activities**
Funds for new or continued Pathways/Tech Prep programs and activities that that must be expended by September 15, 2011.
- **Category III – New or Continuation Pathway/Tech Prep Programs and Activities**
Funds to be expended during fiscal year 2012 for new or continued Pathways/Tech Prep programs and activities.

Each category of funding has a separate application form and summary budget form on the following pages. Duplicate, as needed, the application for each program or activity in the category for which funding is requested. In addition, complete the summary budget forms for each category of funding.

Category I – Continued Project Lead the Way (PLTW) Programs

Use this form to request funding for continuation of existing PLTW Pre-Engineering or Biomedical Sciences programs in this CTE District that:

- For PLTW pre-engineering programs - are PLTW certified or, by May 1st, are on Purdue Kokomo's list of school's scheduled to be certified/recertified, or are entering the 2nd year of PLTW in FY12,
- Will be in their fourth year or less of offering PLTW in FY12,
- Offer an additional PLTW course each year of the grant program until at least four PLTW courses are available for students,
- Conduct the PLTW end-of-course assessment(s) for each course offered and submit data to the PLTW national data assessment group.

All expenditures must be completed by September 15, 2011 and be approved by the District Consortium.

Copy this page as needed in order to submit one form for each PLTW program at each school/career center.

Program Title:

(PLTW Pre-Engineering or PLTW Biomedical Sciences)

Program Number:

(Create a unique identifying # beginning with the letter P)

School/Career Center Name:

Contact name, phone and e-mail

- (Name)
- (Phone)
- (Email)

Program Summary

How will this program help you meet the 2X–6X Student Performance Indicators?

Program Budget

Enter the budget for this program. Note that requests should not exceed \$10,000 for fourth year PLTW Biomedical Sciences programs or \$15,000 for PLTW Pre-Engineering programs and third year PLTW Biomedical Sciences programs.

Amount and Type of Expense	Budgeted Amount
1. Administration	\$0.00
2. Personnel/Salaries (specify)	\$0.00
3. Fringe Benefits	\$0.00
4. Staff Travel	\$0.00
5. Contractual Services (specify)	\$0.00
6. Equipment (specify)	\$0.00
7. Materials/Supplies/Communication (specify)	\$0.00
8. Other (specify)	\$0.00
Total	\$0.00

Budget Detail. Provide details, if not clear above, about how this funding will be spent.

Category I – Budget Summary - PLTW

Complete and submit only ONE copy of this page summarizing all Category I fund requests. The two tables on this form ask for the same information but one is organized by Activity/Program and the other by Budget Type. List below the names of the PLTW programs utilizing Category I funds (which must be expended by September 15, 2011), the school or career center name where the program is offered and the total proposed budget for each. Totals for both tables below should be identical.

Total Category I by Program

#	Name of PLTW Program	School/Career Center	Proposed Budget
P1			\$0.00
P2			\$0.00
P3			\$0.00
P4			
TOTAL			\$0.00

Total Category I by Budget Type

Enter the total budget of all activities and programs by categories below. All expenditures must be completed by September 15, 2011.

Amount and Type of Expense	Proposed Budget
1. Administration	\$0.00
2. Personnel (Salaries)	\$0.00
3. Fringe Benefits	\$0.00
4. Staff Travel	\$0.00
5. Contractual Services	\$0.00
6. Equipment	\$0.00
7. Materials/Supplies/Communication	\$0.00
8. Other	\$0.00
TOTAL	\$0.00

Category II – Pathways/Tech Prep Activities and Programs

Use this form to request funding for new or continuation activities and/or programs in your CTE District that:

- Help students meet the secondary Pathways/Tech Prep Student Performance Indicators, and
- Fall within the approved list of activities/programs on pages 5-6.
- Are approved by the Pathway Consortium according to the four- or six-year Consortium Plan.

All expenditures must be completed by September 15, 2011. Copy this page as needed and submit one form for each activity/program.

Activity/Program Title:

Activity/Program Number:

(Create a unique identifying # beginning with the letter T)

School/Career Center Name:

Contact name, phone and e-mail

- (Name)
- (Phone)
- (Email)

Check if Activity/Program is:

- ☐ Continuation of 2010-11 activity/program. List title below but no activity description is required.
- ☐ Continuation of 2010-11 activity/program with minor revisions. Complete appropriate form below.
- ☐ New activity/program. Complete appropriate form below.
- ☐ Funded by federal, state or local dollars sources other than Perkins funds.

Activity/Program Summary

Provide a short description of the goals for this funding:

Activity/Program Summary

Activity or Program Description (if needed)	
If program, list dual credits and/or certifications and credentials available	
List the Student Performance Indicators addressed	
List Required Use numbers associated with this activity or program	

Activity/Program Budget

Enter the budget for this activity/program. Enter total of all Category II program budgets on page 23. Note Total amounts proposed for all Category II funds must not exceed the total allocation shown in Appendix C.

Amount and Type of Expense	Budgeted Amount
1. Administration	\$0.00
2. Personnel/Salaries (specify)	\$0.00
3. Fringe Benefits	\$0.00
4. Staff Travel	\$0.00
5. Contractual Services (specify)	\$0.00
6. Equipment (specify)	\$0.00
7. Materials/Supplies/Communication (specify)	\$0.00
8. Other (specify)	\$0.00
Total	\$0.00

Budget Detail. Provide details, if not clear above, about how this funding will be spent.

Category II – Budget Summary

Complete and submit only ONE copy of this page summarizing all Category II fund requests. The two tables on this form ask for the same information but one is organized by Activity/Program and the other by Budget Type. List below the names of all activities or programs proposed for the June through September 2011 time period, the school/career center name and total proposed budget for each. Budget total cannot exceed Category II estimated allocation found in Appendix C. All expenditures must be completed by September 15, 2011. Totals for both tables should be identical.

Total Category II by Activity/Program

#	Name of Activity/Program	School/Career Center	Proposed Budget
T1			\$0.00
T2			\$0.00
T3			\$0.00
T4			
TOTAL			\$0.00

Total Category II by Budget Type

Amount and Type of Expense	Proposed Budget
1. Administration	\$0.00
2. Personnel/Salaries (specify)	\$0.00
3. Fringe Benefits	\$0.00
4. Staff Travel	\$0.00
5. Contractual Services (specify)	\$0.00
6. Equipment (specify)	\$0.00
7. Materials/Supplies/Communication (specify)	\$0.00
8. Other (specify)	\$0.00
TOTAL	\$0.00

Category III – Pathways/Tech Prep Activities and Programs

Use both pages of this form to request funding for new or continuation activities and/or programs in your CTE District for the 2011-12 school year that:

- Help students meet the Perkins student performance indicators for your district (see Appendix B),
- Fall within the approved list of activities/programs on pages 5-6,
- Can be expended by June 30th, 2012.
- Are approved by the Pathway Consortium according to the four- or six-year Consortium Plan.

Copy this page as needed in order to submit one form for each activity program at each school/career center.

Activity/Program Title:

Activity/Program Number:

(Create a unique identifying # beginning with the letter T)

School/Career Center Name:

Contact name, phone and e-mail

- (Name)
- (Phone)
- (Email)

Check if Activity/Program is:

- ☐ Continuation of 2010-11 activity/program. List title below but no activity description is required.
- ☐ Continuation of 2010-11 activity/program with minor revisions. Complete appropriate form below.
- ☐ New activity/program. Complete appropriate form below.
- ☐ Funded by federal, state or local dollars sources other than Perkins funds.

Activity/Program Summary

Provide a short description of the goals for this funding:

Activity/Program Summary

Activity or Program Description (if needed)	
If program, list dual credits and/or certifications and credentials available	
List the Student Performance Indicators addressed	
List Required Use numbers associated with this activity or program	

Activity/Program Budget

Enter the budget for this activity or program. Enter total of all activity/program budgets on the next page.

Amount and Type of Expense	Budgeted Amount
1. Administration	\$0.00
2. Personnel/Salaries (specify)	\$0.00
3. Fringe Benefits	\$0.00
4. Staff Travel	\$0.00
5. Contractual Services (specify)	\$0.00
6. Equipment (specify)	\$0.00
7. Materials/Supplies/Communication (specify)	\$0.00
8. Other (specify)	\$0.00
Total	\$0.00

Budget Detail. Provide details, if not clear above, about how this funding will be spent.

Complete and submit only ONE copy of this page summarizing all Category III fund requests. The two tables on this form ask for the same information but one is organized by Activity/Program and the other by Budget Type. List below the names of the activities/programs proposed for the 2011-12 school year, the school/career center name and total proposed budget for each. Use the Category III estimated allocation for your district found in Appendix C. Totals for both tables below should be identical.

#	Name of Activity/ Program	School/Career Center	Proposed Budget
T1			\$0.00
T2			\$0.00
T3			\$0.00
T4			
			\$0.00

Enter the total budget of all activities and programs by categories below. All expenditures must be expended or obligated by June 30, 2012.

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Perkins Pathways/Tech Prep Summary Grid

Use this grid to help determine if activities and/or programs have been planned for the 2011-12 school year from Categories I, II and III that meet the Required Uses (see Appendix A) columns and the Student Performance Indicator (see Appendix B) rows in the grid below. Activity and program numbers may be used multiple times. Enter your Student Performance Indicator targets in the columns on the right.

Tech Prep Grant Required Uses									Student Performance Indicators
	1	2	3	4	5	6	7	8	11-12 LAUL Target
2X									
3X									
4X									
5X									
6X									

Appendix A. Perkins Tech Prep Requirements

Each Tech Prep program shall:

- (1) Be carried out under an articulation agreement between the participants in the consortium;
- (2) Consist of a program of study that:
 - (A) Combines
 - (i) a minimum of 2 years of secondary education (as determined under State law); with
 - (ii)
 - (I) A minimum of 2 years of postsecondary education in non-duplicative, sequential course of study; or
 - (II) An apprenticeship program of not less than 2 years following secondary education instruction; and
 - (B) Integrates academic and career and technical education instruction, and utilizes work-based and worksite learning experiences where appropriate and available;
 - (C) Provides technical preparation in a career field, including high skill, high wage, or high demand occupations;
 - (D) Builds student competence in technical skills and in core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965), as appropriate, through applied, contextual, and integrated instruction, in a coherent sequence of courses;
 - (E) Leads to technical skill proficiency, an industry-recognized credential, a certificate, or a degree, in a specific career field;
 - (F) Leads to placement in high skill or high wage employment, or to further education; and
 - (G) Utilizes career and technical education programs of study, to the extent practicable;
- (3) Include the development of tech prep programs for secondary education and postsecondary education that
 - (A) Meet academic standards developed by the State;
 - (B) Link secondary schools and 2-year postsecondary institutions, and if possible and practicable, 4-year institutions of higher education, through—
 - (i) Non-duplicative sequences of courses in career fields;
 - (ii) The use of articulation agreements; and
 - (iii) The investigation of opportunities for tech prep secondary education students to enroll concurrently in secondary education and postsecondary education coursework;
 - (C) Use, if appropriate and available, work-based or worksite learning experiences in conjunction with business and all aspects of an industry; and
 - (D) Use educational technology and distance learning, as appropriate, to involve all the participants in the consortium more fully in the development and operation of programs;
- (4) Include in-service professional development for teachers, faculty, and administrators that—
 - (A) Supports effective implementation of tech prep programs;
 - (B) Supports joint training in the tech prep consortium;
 - (C) Supports the needs, expectations, and methods of business and all aspects of an industry;
 - (D) Supports the use of contextual and applied curricula, instruction, and assessment;
 - (E) Supports the use and application of technology; and
 - (F) Assists in accessing and utilizing data, information available pursuant to section 118, and information on student achievement, including assessments;

- (5) Include professional development programs for counselors designed to enable counselors to more effectively
- (A) Provide information to students regarding tech prep programs;
 - (B) Support student progress in completing tech prep programs, which may include the use of graduation and career plans;
 - (C) Provide information on related employment opportunities;
 - (D) Ensure that students are placed in appropriate employment or further postsecondary education;
 - (E) Stay current with the needs, expectations, and methods of business and all aspects of an industry; and
 - (F) Provide comprehensive career guidance and academic counseling to participating students, including special populations;
- (6) Provide equal access, to the full range of technical preparation programs (including pre-apprenticeship programs), to individuals who are members of special populations, including the development of tech prep program services appropriate to the needs of special populations;
- (7) Provide for preparatory services that assist participants in tech prep programs; and
- (8) Coordinate with activities conducted under title I.

ADDITIONAL AUTHORIZED ACTIVITIES.

Each tech prep program may:

- (1) Provide for the acquisition of tech prep program equipment;
- (2) Acquire technical assistance from State or local entities that have designed, established, and operated tech prep programs that have effectively used educational technology and distance learning in the delivery of curricula and services;
- (3) Establish articulation agreements with institutions of higher education, labor organizations, or businesses located inside or outside the State and served by the consortium, especially with regard to using distance learning and educational technology to provide for the delivery of services and programs;
- (4) Improve career guidance and academic counseling for participating students through the development and implementation of graduation and career plans; and
- (5) Develop curriculum that supports effective transitions between secondary and postsecondary career and technical education programs.

Appendix B. Pathway/Tech Prep Student Performance Indicators

Basic Grant Student Performance Indicators	Indicator Description
1S1 Academic Achievement in Reading/Lang Arts	Number of CTE concentrators who have passed the English/ Language Arts portion of the Graduation Qualifying Exam (GQE)
1S2 Academic Achievement in Mathematics	Number of CTE concentrators who have passed the Mathematics portion of the Graduation Qualifying Exam (GQE)
2S1 Technical Skill Attainment	Number of CTE concentrators who passed state-approved technical skill assessments defined for Indiana Career Pathways.
3S1 School Completion	Number of CTE concentrators who earned a regular secondary school diploma.
4S1 Student Graduation Rate	Number of CTE concentrators who were included as graduates in the state's calculation.
5S1 Placement	Number of CTE concentrators who left secondary education and were placed in postsecondary education or advanced training, military service or employment in second quarter after leaving secondary education.
6S1 Nontraditional Participation	Number of CTE participants from underrepresented gender groups who participated in a program leading to employment in nontraditional fields.
6S2 Nontraditional Completion	Number of CTE concentrators from underrepresented gender groups who participated in a program leading to employment in nontraditional fields.
Additional Indicators	Indicator Description
1EXT Tech Prep Enrollment	Number of Tech Prep students who enrolled in one or more courses in a CTE program or Indiana College and Career Pathway.
2EXT Postsecondary Enrollment	Number of Tech Prep students who graduated last year and are enrolled in postsecondary during the current year.
3EXT Cluster Match	Number of Tech Prep students who graduated last year and are enrolled in postsecondary during the current year in the same major or career cluster/pathway as they were in high school.
4EXT Industry Certification/ Licensing	Number of Tech Prep students who graduated last year with a state or industry-recognized certificate, license or credential.
5EXT Dual Credits	Number of Tech Prep students who graduated last year with transcribed postsecondary credits (dual credits).
6EXT Remediation	Number of Tech Prep students who graduated last year and who enrolled in postsecondary remedial mathematics, writing, or reading courses upon entering postsecondary education.
New Indicators 2011-2012	Indicator Description
Comp Rate	The number of secondary CTE students enrolled in the program who completed the program during their 4 years in high school.
1S1/LT	The number of secondary CTE students enrolled in the program who failed the language arts test in 10 th grade and then passed the subsequent language arts test in either 11 th or 12 th grades.
1S2/LT	The number of secondary CTE students enrolled in the program who failed the math test in 10 th grade and then passed the subsequent math test in either 11 th or 12 th grades.

Appendix C. Category II and III Allocations by Area CTE District

Area CTE District	09-10 Tech Prep Enrollment	Category II Allocation	Category III Allocation
Area District #01	748	\$3,815	\$10,463
Area District #02	4508	\$22,990	\$63,055
Area District #03	1372	\$6,997	\$19,191
Area District #04	2667	\$13,601	\$37,304
Area District #05	3750	\$19,124	\$52,453
Area District #06	3008	\$15,340	\$42,074
Area District #07	2617	\$13,346	\$36,605
Area District #08	8012	\$40,859	\$112,067
Area District #09	5970	\$30,445	\$83,505
Area District #10	5486	\$27,977	\$76,735
Area District #11	2645	\$13,489	\$36,997
Area District #12	2535	\$12,928	\$35,458
Area District #13	1856	\$9,465	\$25,961
Area District #14	9726	\$49,600	\$136,041
Area District #16	2047	\$10,439	\$28,632
Area District #17	2140	\$10,913	\$29,933
Area District #18	7704	\$39,288	\$107,759
Area District #19	1319	\$6,727	\$18,449
Area District #20	2731	\$13,927	\$38,200
Area District #21	1457	\$7,430	\$20,380
Area District #22	3229	\$16,467	\$45,165
Area District #23	2257	\$11,510	\$31,570
Area District #24	6443	\$32,858	\$90,121
Area District #25	1009	\$5,146	\$14,113
Area District #26	2410	\$12,290	\$33,710
Area District #27	2323	\$11,847	\$32,493
Area District #28	1021	\$5,207	\$14,281
Area District #29	985	\$5,023	\$13,778
Area District #30	1735	\$8,848	\$24,268
Area District #31	8542	\$43,562	\$119,480
Area District #33	2483	\$12,663	\$34,731
Area District #34	3399	\$17,334	\$47,543
Area District #35	5381	\$27,442	\$75,266
Area District #36	4470	\$22,796	\$62,524
Area District #37	8278	\$42,216	\$115,788
Area District #38	1009	\$5,146	\$14,113
Area District #39	1557	\$7,940	\$21,778

Area District #40	1790	\$9,129	\$25,037
Area District #41	5678	\$28,956	\$79,420
Area District #42	6218	\$31,710	\$86,974
Area District #43	1991	\$10,154	\$27,849
Area District #44	1096	\$5,589	\$15,330
Area District #45	7286	\$37,157	\$101,912
Area District #46	5488	\$27,987	\$76,763
Area District #47	3330	\$16,982	\$46,578
Area District #48	992	\$5,059	\$13,875
Area District #49	4629	\$23,607	\$64,748
	167327	\$853,323	\$2,340,468

Appendix D. Sample Budget Modification Form

INDIANA DEPARTMENT OF EDUCATION Budget Modification Form	
<input type="checkbox"/> Secondary Basic Grant	<input type="checkbox"/> Pathway/Tech Prep Grant

Name and Address of Grantee: Name Street Address City, State, Zip	Corporation #: Corporation #
---	--

Cost Category	Current Approved Budget	Requested Modification	Revised Totals
1. Administration	\$	\$	\$
2. Personnel	\$	\$	\$
3. Fringe Benefits	\$	\$	\$
4. Staff Travel	\$	\$	\$
5. Contractual Services	\$	\$	\$
6. Equipment	\$	\$	\$
7. Materials/Supplies & Communications	\$	\$	\$
8. Other	\$	\$	\$
Totals	\$	\$	\$

Rationale for each requested modification:

Printed Name of Administrator	Signature	Title	Date
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<i>Request to modify the budget and/or activities as indicated above is:</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Comments:	
IDOE Signature:	Date:

Submit for to: Tina Lovelady at tlovelady@doe.in.gov

Appendix E. Sample Category I and II Reimbursement Form - DWD

<i>Indiana Department of Workforce Development</i> Reimbursement Form DUE DATE: 1st and 15th Each Month <u>Final Reimbursements must be received by 9/15/11</u> <input type="checkbox"/> Pathways/Tech Prep Category I Funds <input type="checkbox"/> Pathways/Tech Prep Category II Funds			
Name and Address of Grantee: Name Street Address City, State, Zip		Corporation #: Corporation #	
Reporting Period: 6/15/11-9/30/11		Fund 700 Enter #	
BUDGET SUMMARY			
Budget Categories:	Approved Budget	Expenses for the Month of Month	Total Expenses to Date
1. Administration 7509			
2. Personnel (Salaries) 7510			
3. Fringe Benefits			
4. Staff Travel 7512			
5. Contractual Services 7511			
6. Equipment 7546			
7. Materials/Supplies/Communications 7515			
8. Other			
Totals			
AWARD AMOUNT		AMOUNT TO BE REIMBURSED	

Signature of Business Official: _____

Date: 1/1/2011

Submit original, signed form to: **Melissa Wafford**
Indiana Department of Workforce Development
10 North Senate Avenue, Indianapolis, IN 46204

Appendix F. Sample Category III Reimbursement Form - IDOE

Indiana Department of Education Reimbursement Form DUE DATE: 1st and 15th Each Month			
<input type="checkbox"/> Pathways/Tech Prep Category III Funds			
Name and Address of Grantee: Name Street Address City, State, Zip		Corporation #: Corporation #	
Project Year: 7/1/11 thru 6/30/12		Fund 6200 series Enter #	
Receipt Acct 4299			
BUDGET SUMMARY			
Budget Categories:	Approved Budget	Expenses for the Month of Month	Total Expenses to Date
1. Administration			
2. Personnel (Salaries)			
3. Fringe Benefits			
4. Staff Travel			
5. Contractual Services			
6. Equipment			
7. Materials/Supplies/Communications			
8. Other			
Totals			
AWARD AMOUNT		AMOUNT TO BE REIMBURSED	

Signature of Business Official: _____

Date: 1/1/2011

Submit original, signed form to: **Tina Lovelady**
Indiana Department of Education
151 West Ohio Street, Indianapolis, IN 46204